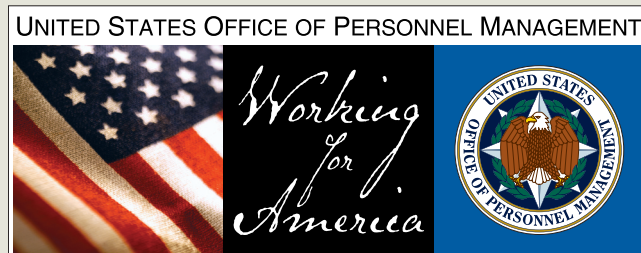




UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

MIGRATION PLANNING GUIDANCE ATTACHMENT G EVALUATION TEMPLATES

May 23, 2008



HRLOB Migration Planning Guidance: << OFFEROR >> –Mgmt. Cap. Eval. Team

Member (Print name): _____ Signature _____ Date _____

Management Evaluation Criteria Risk Matrix**[Date: Month/Year]**

This risk evaluation matrix is divided into evaluation subfactors and elements. Evaluators should use this matrix in conjunction with the Management Capability Evaluation matrix, as follows:

1. Evaluate the risk level of the management capability response at the element level.
2. Determine an overall risk level for each subfactor based on the subfactor criteria. Evaluators should consider their proposal and OCD ratings for the underlying elements, and any other relevant information, when determining the risk rating for the subfactors. Evaluators must provide comments to substantiate their subfactor risk ratings, particularly where the subfactor rating differs markedly from the ratings of the underlying elements.
3. Evaluate the risk of the Offeror's approach at the subfactor level. See "Management Capability Risk Evaluation" below for additional instructions.

Management Capability Risk Evaluation

Evaluators are required to determine the risk level of the Offeror's management capability and approach, but only at the subfactor level. This level reflects the risk associated with the subfactor overall; however evaluators should consider the risks of the underlying elements. Evaluators should consider any and all types of risk when assigning a risk rating. Types of risks may include, but are not limited to solution complexity, reliability, flexibility, scalability, lack of established track record, lack of industry expertise, limited technical capabilities, overall practicality of an approach, or unrealistic assumptions.

Evaluators should ask the following questions when evaluating the risk inherent in the Offeror's approach relative to each element listed:

- ♦ Did the Offeror identify the relevant risks?
- ♦ Are there any important risks that are not mentioned?
- ♦ What is the overall likelihood of these risks?
- ♦ What is the expected severity of impact from these risks?
- ♦ Did the Offeror propose a mitigation strategy that minimizes the likelihood and/or severity of these risks? (see c.2.C.8 Risk Management Approach and A2.2.2 Risk Assessment)

Evaluators should use the following definitions when assigning a risk rating to each element:

Notice: Contains Source Selection Information – See FAR 2.101 and 3.104

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Risk Rating	Definition
Low	Offeror's management capability and approach pose low risk to the Government.
Moderate	Offeror's management capability and approach pose moderate risk to the Government. Offeror's management capabilities have some deficiencies that will need to be addressed in order to become acceptable. Some effort by the Offeror will likely overcome identified deficiencies by the time of migration.
High	Offeror's management capability and approach pose high risk to the Government. Offeror is unlikely to overcome identified deficiencies by the time of migration., even with a strong effort.

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Given the importance and subjective nature of the risk evaluation, evaluators are encouraged to write explanatory comments on all risk ratings; however, comments are only required where the risk rating is moderate or high.

Element / Evaluation Criteria	Proposal Review Risk Rating (Circle One)			Rationale and/or Additional Comments
MANAGEMENT CAPABILITY RISK EVALUATION				
1. Project Management Approach				
c.2.C.1 Project Management Approach and Plan RFP p. ##	LOW	MODERATE	HIGH	
c.2.C.2 Timeline and Milestones RFP p. ##	LOW	MODERATE	HIGH	
c.2.C.3 Work Breakdown Structure RFP p. ##	LOW	MODERATE	HIGH	
c.2.C.6 Integrated Team Management RFP p. ##	LOW	MODERATE	HIGH	
c.2.C.7 Deliverable Development RFP p. ##	LOW	MODERATE	HIGH	
c.2.C.8 Risk Management Approach RFP p. ##	LOW	MODERATE	HIGH	
c.2.C.9 Quality Assurance Approach RFP p. ##	LOW	MODERATE	HIGH	
c.2.C.10 Communication Approach RFP p. ##	LOW	MODERATE	HIGH	
2. EVMS RFP p. ##	LOW	MODERATE	HIGH	
3. Compliance and Management Constraints				
c.2.C.5 NIST Compliance Approach RFP p. ##	LOW	MODERATE	HIGH	
A2.2.1 Security Planning RFP p. ##	LOW	MODERATE	HIGH	

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Element / Evaluation Criteria	Proposal Review Risk Rating (Circle One)	Rationale and/or Additional Comments
A2.2.2 Risk Assessment RFP p. ##	LOW MODERATE HIGH	
A2.2.3 Certification and Commitment RFP p. ##	LOW MODERATE HIGH	
A2.2.3.1 Security Certification, Accreditation, and Security Assessments RFP p. ##	LOW MODERATE HIGH	
A2.2.4 System and Services Acquisition RFP p. ##	LOW MODERATE HIGH	
A2.2.5 Earned Value Management Reporting RFP p. ##	LOW MODERATE HIGH	
A2.2.6 Training RFP p. ##	LOW MODERATE HIGH	
A2.2.7 Ownership Rights RFP p. ##	LOW MODERATE HIGH	



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